



# *Winslow Township Fire District #1*



September 24, 2008  
Winslow Township Fire District #1  
9 Cedar Brook Road  
Sicklerville, NJ 08081

## REGULAR MONTHLY MEETING OF THE BOARD OF FIRE COMMISSIONERS

### WINSLOW TOWNSHIP, FIRE DISTRICT #1

MEETING LOCATION: Winslow Township Municipal Building Court Room

### OPENING OF MEETING:

Chairman Sirolli opened the meeting at 7:30 p.m.

### SALUTE TO FLAG:

All present pledged their Allegiance to the Flag of the United States of America.

### ROLL CALL:

Commissioner Gallo, present  
Secretary Mammucari, present  
Treasurer Pantalone, present  
Commissioner Passarella, present  
Chairman Sirolli, present

### DISTRICT OFFICIAL'S PRESENT:

Michael S. Scardino, Acting Chief of Department  
Frank Friend, Acting Fire Marshal  
Lorraine Pataky, Administrative Clerk

### OTHER OFFICIALS PRESENT:

None.

### OPEN PUBLIC MEETING ANNOUNCEMENT:

Chairman Sirolli announced that the meeting was being conducted in full compliance with the "Open Public Meeting Law", and that a Notice was sent to the Courier Post and the Record Breeze, in  
Administrative Office

addition, due Notice was posted on the Official Bulletin Board of Winslow Township and no smoking was permitted in the room during the meeting. Chairman Sirolli indicated where the emergency exits were.

MINUTES OF PREVIOUS MEETINGS:

A motion was made by Secretary Mammucari and seconded by Commissioner Passarella, to approve the minutes of the following meetings:

- August 27, 2008 Workshop Meeting
- August 27, 2008 Regular Monthly Business Meeting
- September 10, 2008 Workshop Meeting
- September 15, 2008 Special Meeting

All were in favor.

TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of August in the amount of \$80,726.48. Commissioner Passarella seconded the motion and all were in favor.

Claims List - Treasurer Pantalone made a motion to approve the Claim's List for the month of September - Check #'s 12275 through 12395 totaling \$91,117.91. Commissioner Passarella seconded the motion and all were in favor.

Paychex Administration Fees- Treasurer Pantalone made a motion to approve the administration fees for the month of August in the amount of \$467.50. Commissioner Gallo seconded the motion and all were in favor.

Outstanding Invoices- Two invoices were noted.

Fire Commissioner Reports

RESOLUTIONS:

Resolution 08-70, Authorizing Disposal of Inventory - Treasurer Pantalone motioned to approve Resolution 08-70 to dispose of inventory. Secretary Mammucari seconded the motion and the roll call vote was unanimous and in the affirmative.

MATTERS FOR APPROVAL/ADDRESSED DURING WORKSESSION:

Feasibility Study of Station 3- A motion was entertained by Treasurer Pantalone and seconded by Secretary Mammucari to approve ARH to proceed with a Site evaluation of Station 3's building for a fee proposal of \$3,750.00. It was explained that the site evaluation will determine the opportunities and constraints on the present site of the Cedar Brook Fire Station. The results of the evaluation will be presented in a letter report and a conceptual plan of the site wetlands, buffers as well as a proposed site layout. All were in favor. Chairman Sirolli requested Administrative Clerk Pataky forward a letter to ARH confirming the agreement.

Support Staff Contract- A motion was made by Commissioner Passarella and seconded by Secretary Mammucari to allow Chairman Sirolli and Treasurer Pantalone to precede with I.A.F.F. Local 3249 contract negotiations for the Support Staff. All were in favor.

Fire Station, Station 7 Contract- Commissioner Passarella announced that Station 7 was prepared to move forward in signing the acquisition to turn over the building to the department. President Gill of Station 7 presented his station's concerns involving Station 7 member's being able to utilize a day room and meeting room area for their members. Station 7 was also concerned with the contracts being written the same. Lt. Jones and Firefighter Jennette were present to reiterate member concerns to have a meeting room /day room for them to utilize. Chairman Sirolli did not feel that Station 7 was requesting anything unreasonable. In the area of payment to the Fire Company, Chairman Sirolli explained that the fire company will be given one check for the year, upon budget approval, in the amount of \$4,000.00. Treasurer Pantalone stated that the contract under current review indicates quarterly installments. Station 7 will need to let the Fire District know how they prefer payment. The Board then agreed to make the requested revisions to the contract and have for approval at the next monthly meeting. Commissioner Passarella and Administrative Clerk Pataky will meet with the Station to go over the revisions. Station 7 was then asked to have their treasurer provide the monthly bills to the Fire District in order to prepare the budget for next year. Acting Chief Scardino spoke on usage the meeting room and mentioned that notifications were for scheduling concerns. A discussion was then held on the feasibility study performed on Sicklerville's Fire Station.

President Gill announced that monies were donated and a scholarship setup by Station 7, for a son or daughter of a Winslow Township Firefighter planning to continue his/her education at a two or four year college or university. The information will be forwarded to the Fire District Office for posting. Chairman Sirolli commended Station 7 for sharing the donation with the entire Department. He felt that they were truly thinking not just as a station but as a Department.

Election at Cedar Brook Fire Station-The Board addressed the use of Cedar Brook Fire Station's building for the November election. Cedar Brook Fire Station will be utilized on Election Day with the Township making the necessary arrangements for restroom facilities.

Request for Proposals for Banking Services- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the Fire District to seek proposals for banking services. All were in favor. The proposals will be due Thursday, November 6, 2008 at 11:00 a.m. The Board then agreed to add banking services to the Request for Proposals (RFP's) that are normally done during Reorganization.

#### CHIEF OF FIRE DEPARTMENT:

Fire Chief Report- Chief Scardino provided his report for the meetings attended during the dates of 22 August through 19 September. Special projects detail included billing and fee reports forwarded to the Solicitor of Chesilhurst, budget research, vehicles to VCI for repairs, a commendation to Lt. Ostermueller for the Accountability Project, Chief Orders developed that included: rope deployment, injury reporting, Knox Box OG's, lesson plan approval, time sheet/pay checks, lock out-tag out, water rescue for career detail work routines, career personnel protocols, pinned waterway NIOSH Alert, and Facility Inspection OG & forms. Other projects included roof issues, various correspondence, weekly meetings with the Career Officers, complaints concerning Station 8's siren, Platoon B's various issues, the ordering and receipt of badges and a frontice shield for DC Haines, hurricane coverage, coverage for Wildwood Weekend, attended the WTFD picnic, funeral detail, staff schedules, tour officer duty, election

set-up detail for the make-up election, meeting on response boxes for Chesilhurst, arranged a fit-testing schedule for Berlin Fire Company, and CERT teams.

Fire Suppression activities consisted of eight incidents. In the area of training, Chief Scardino attended an air monitoring class, trained the Career Staff on lesson plan development, the Knox Box program, ropes care/use inspection and maintenance, and knots. Additionally, Chief Scardino attended a course on CPM levels.

Personnel matters consisted of 90 day evaluations.

Chief Scardino then referenced Deputy Chief Haines' monthly activity log.

#### BATTALION CHIEF:

No report due to a training class Battalion Chief Rigberg is attending on Wednesday evenings. Chief Scardino indicated that Battalion Chief Rigberg will be providing the Board with the Career Staff Activities, within the next few weeks.

#### ACTING FIRE MARSHAL'S REPORT:

Captain Friend reported a meeting held with the Board of Fire Commissioners. Special projects handled were the scheduling of inspections for the career staff and additional schedules for backlog, SCBA Hydro testing that is now complete, lock up of the keys to KNOX boxes around town, logistics and ordering materials for Fire Prevention and give away items, coordinating vehicle usage for Firefighter I candidates and other training courses, printed and signed notice of violations, the relocation of training materials to stations hosting training classes, and fire prevention sign board message sent out. Training consisted of a class held on ESP for the career staff.

One (1) fire suppression activity was noted for the month. He then referenced his report for the attached documentation.

#### NEW BUSINESS:

Fire Prevention Festival- Acting Chief Scardino announced that he will be late for the Fire Prevention Festival due to the opening of the new Camden County Fire Academy. A wing was said to be dedicated to fallen firefighter John West. A letter will be sent to Freeholder Ripa and the Fire Academy responding to their request. Chief Scardino then requested firefighter assistance the day of fire prevention, to assist Captain Friend. Chairman Sirolli spoke on Commissioner Gallo's suggestion to setup a Commissioner table, providing literature to educate the public. All Board members felt this was a good idea. Commissioner Gallo will meet with Administrative Clerk Pataky to address the literature.

Newsletter- Chairman Sirolli announced that the internal newsletter will be distributed by the end of the month. The budget is being reviewed to accommodate a resident newsletter.

#### OLD BUSINESS:

None.

#### INSURANCE CLAIMS:

None.

Insurance Endorsement- Administrative Clerk Pataky announced that Commerce Insurance has provided an endorsement that increases the limits to \$900,000. A copy of the endorsement was provided in the Commissioner binders for review.

MEMBERSHIP APPLICATIONS:

None.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

CLOSED SESSION- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve Resolution 08-71 to enter into closed session at 8:25 p.m.

**\*\*The minutes taken during executive session will be approved separately\*\***

RETURN FROM CLOSED SESSION- A motion was made by Commissioner Passarella and seconded by Secretary Mammucari to return from executive session at 9:00 p.m. All Board members were present.

ADJOURNMENT OF MEETING - A motion was made by Secretary Mammucari and seconded by Commissioner Gallo to adjourn the meeting at 9:01 p.m. Chairman Sirolli adjourned the meeting.

Prepared by: pj  
Reviewed by: VJM  
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